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OPERATIONS DIRECTORATE SUPPORT OFFICERS NOTES

12 December 1973

1. Mr. Jack Blake, ADD/M&S, will address the next Support Officer's meeting scheduled for Wednesday, 19 December 1973, at 1500 hours in the DD/M&S Conference Room 7D32.

2. To permit maximum leave for security guard force during the holidays between 21 December and 2 January, the entrance/exit at the South Cafeteria and the tunnel will be closed. Please disseminate this information within your component.

3. Requests to utility companies for telephone and teletype services in the Washington area will be made only by the Office of Communications.

4. Long Distance Calls. All long-distance telephone calls made on the 351 exchange will be placed through the Agency operator, by dialing "O". For security, as well as reasons of economy, long-distance calls will not be made by direct dialing.

5. Part Time Academic Training at Local Colleges or Universities. If tuition advance is desired for the 1974 spring semester, the Form 136, "Request for Training at Non-Agency Facility," is due in OTR by 14 December 1973.

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6. Commo Facility [REDACTED] proposal to delay the shutdown of the facility to 15 June 1974 rather than 30 April 1974 will cause the Agency some problems in funding for the extended period.

7. A PA system has been installed in the Rendezvous Room. This will improve acoustics for retirement parties.

8. Room 1A07 will be reserved for retiree processing on 31 December unless 31 December is a holiday. In that event, processing will be performed on 28 December.

9. Within the DD/M&S for the purposes of voluntary-involuntary retirement, all offices except the Office of Communications and Office of Logistics are considered to be in a surplus personnel situation. Within the Office of Logistics, there is one exception: the Supply Division which is considered in a surplus situation.

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10. A reminder that [REDACTED] will be in the Executive Dining Room between 1530 - 1730 on 18 December for his friends who may drop by and wish him well.

11. On the 5th of December, the DDO held a special meeting on MBO matters. Please keep in touch with your component plans officers for details concerning MBO within the DDO.

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12. [REDACTED] are scheduled to return to duty on 17 December. The DSSA-DD/M&S will address the Trends and Highlights Course at [REDACTED] on the morning of 14 Dec. He will be back at Hqs. on the afternoon of the 14th.

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13. We distributed the Newsletter to the Support Officers of each DDO component on 11 Dec. If you have any questions, please call DSSA-DD/M&S.

14. Abolishment of Operational Supply Room. As a result of recent personnel reductions, the Office of Logistics is forced to abolish the Operational Supply Room effective 1 January 1974. Items of operational-type equipment and supplies now available through this facility will hereafter be available by Form 88 requisitioning action from the Supply Division/OL, citing your Property Requisitioning Authority (PRA). Present equipment and supply assets of the Operational Supply Room will, after careful review of past utilization, be issued to Agency components at no cost to PRA.

15. Payroll Year-End Reports. Representatives of OJCS and Compensation and Tax Division met to schedule production of year-end tax reports and W-2 documents. Programming and testing of the revised payroll year-end tax procedures, scheduled for completion on 8 December, should be completed early next week. Minor program corrections were made on 6 December by OJCS personnel and C&TD's acceptance testing is still required. Distribution of employees' W-2's from the revised payroll system is targeted for the week 7 to 11 January 1974. We are currently "ironing out" possible production delays for W-2's required for the manual four-week payroll in hopes of also distributing these W-2's by 11 January.

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17. The establishment of an informal ad hoc group to discuss problems arising in connection with the administration of EO 11652 has been proposed and the Agency has been asked to participate. The plan calls for representatives from the Agency, DOD, and State to meet on an irregular basis with Mr. Marvin Smith of the NSC Staff in order to explore problems, agree upon common approaches, and to "educate" the National Security Council. [REDACTED] will represent the Agency, with [REDACTED] serving as his alternate.

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18. OTR will soon publish a training bulletin announcing the forthcoming one-day Records Management Seminars.

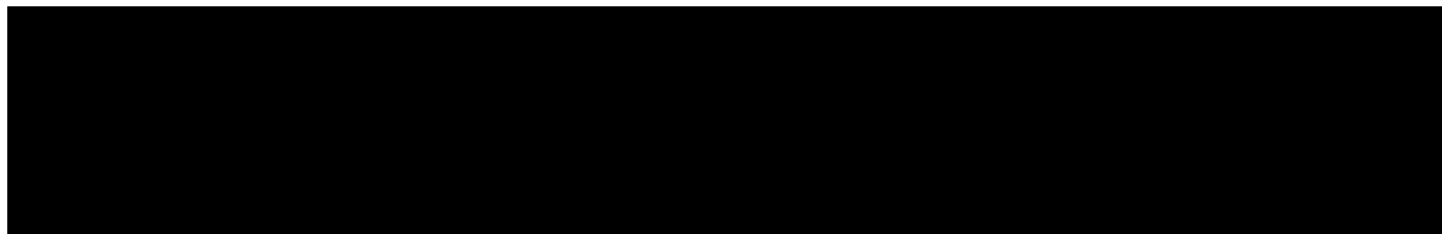
19. A paper on the findings of the mail and courier survey and the recommendations resulting therefrom are being prepared for CIA Management Committee consideration.

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21. Diesel Fuel Shortage. The Defense Fuel Supply Center has informed OL that, under the fuel shortage mandatory allocation program, diesel fuel supplied to our Agency beginning in December 1973 must be provided by the supplier of record in 1972; and the quantity supplied will be that in the like month of 1972, or a pro-rata share of the product available to that supplier. Based on the increased consumption of diesel fuel in calendar year 1973, we expect the requirement for 1974 to be 25 percent higher than our allocation. Accordingly, as provided under the program, we are submitting a request for a supplemental allocation to the Department of Interior through the Defense Fuel Supply Agency.

22. On the evening of 4 December, representatives from OL and OS and GSA conducted a survey of the Hqs outside lighting. The purpose of the survey was to identify lighting which could be reduced as a measure to conserve energy and still provide for the safety of personnel and the security of the compound. Agreement was reached on the amount of illumination needed along the perimeters, parking lots, and entrances.

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23. [REDACTED] advised PSD that deliveries and prices on certain photographic supplies and materials could no longer be assured since these items contained petroleum ingredients. PSD is taking action to obtain a 3- to 4-month supply of needed items and is investigating other sources and types of chemistry as alternatives.

24. Clerical Advertising. Advertising for clerks, typists, messengers and telephone operators, which is running this week in the Washington Post and Washington Star is receiving an overwhelming response. As of this date, we have received approximately 500 calls, arranged 250 appointments, held 50 interviews, and given forms to approximately 30 applicants.

25. MBO Viewers. As of the end of November, 650 employees have viewed OTR's video cassette series on MBO. The figure represents use by 31 requestors, and showings in 8 of the Agency's buildings. Records also show that seven offices have used the series on Motivation to Work for a reported 174 viewers.

26. A total of 20 security violations were charged to DDO components during the month of November - NE had 4; EUR, 3; AF, Div D, O-C/SS, and SB, 2 each; and EA, [REDACTED] Ops Staff, CCS, and WH, 1 each.

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